



## **Member of the Board of Directors Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Children's Performing Arts (CPA) so as to support the organization's mission and needs.

**Mission statement:** Our mission is to provide a platform to explore the world of artistic expression for children and their community. We do this by providing quality educational, theatrical experiences, which enhance children's self-confidence, personal growth, group collaboration skills, and community partnerships.

### **Major responsibilities:**

- Lead and advise strategically;
- Oversee the organization of the board of directors, officers, and committees;
- Ensure healthy governance;
- Assure financial stability, including adoption and oversight of the annual budget
- Safeguard the assets of the organization
- Supervise and support the executive and artistic directors;
- Monitor and evaluate program outcomes, impact and performance;
- Enhance and promote the organization's public image; and
- Raise funds.

*\*Members of the board share these responsibilities while acting in the interest of CPA. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years. Terms may be renewed pending approval of the board.

### **Meetings and time commitment:**

- The board meets monthly on the 3<sup>rd</sup> Thursday (in November will reschedule).
- There will be an annual retreat for planning.
- Committees of the board meet at various intervals based on their own needs.
- Board members are asked to attend as many shows/events as possible including fundraising events.

### **Expectations of board members:**

- Attend and participate in meetings on a regular basis and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees and special projects as able.
- Help communicate and promote CPA's mission and programs to the community by actively recruiting audience, volunteers, donors, and board members.
- Become familiar with CPA's finances, budget, and financial/resource needs.
- Understand the policies and procedures of CPA.



- Make annual gift significant within personal budget. It is required that Board participation be 100%. Gifts can be cash or in kind. Board gifts should be pledged, along with planned payment schedule, at the beginning of each board member's term.
- Identify and approach potential donors and make asks for money and gifts-in-kind.
- Participate in annual assessment.
- Volunteer at shows/events and fundraising events when able.

### **Helpful Skills**

- Fundraising & Grant writing
- Database, website, technical
- Accounting
- Volunteer Management
- Public Speaking
- Media Relations
- Graphic design & production